



Minnesota Board of Cosmetologist Examiners

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Homebound Service Permit Application

A Homebound Service Permit (HSP) is what was formerly known as a Certificate of Identification.

HSPs cannot be renewed; a new application is required for each license cycle.

The following must be submitted for your application to be processed:

- **Completed Application**
- **Fee: \$50**
 - Checks or money orders may be made payable to "BCE".
- **Current Minnesota Operator or Salon Manager License Number**
 - This license must remain active and current for your HSP to remain valid.
- **Experience Verification Form**
 - You must document at least 2700 hours of work experience in any licensed salon(s) in Minnesota.
- **Current Salon Affiliation**
 - Signature of the salon owner is required.
 - If your salon affiliation changes or ends, the HSP is no longer valid.

Applicant Information

The data which you furnish on this application will be used by the BCE to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data, however if you fail to do so, the BCE may be unable to process this application. Disclosure of your Social Security Number (SSN) is required by Minnesota Statutes 270C.72 and your SSN may be requested by and released to the Minnesota Commissioner of Revenue. The BCE may use your SSN for revenue recapture as authorized by Minnesota Statutes, Chapter 270A. After issuance of a license, all information contained in this application, except your SSN, will be public information pursuant to Minnesota Statutes, Chapter 13. Pursuant to Minnesota Statutes 604.113 and 609.535 the BCE is authorized to charge a service charge of \$30.00 for any check that is returned for non-sufficient funds.

4/2016

Social Security Number	Date of Birth	License Number	
First Name	Middle Initial	Last Name	
Residential Address			
City		State	Zip Code
Email Address		Phone Number	

For Office Use Only


Staff Initials: _____	Check/MO/ Receipt Number: _____	Amount Paid: _____
Application Number: _____	License Number: _____	Date Processed: _____

Current Salon Affiliation

Please fill in the requested information for the salon where you are currently working.

This is the salon which you will be representing when working in a licensed healthcare facility or in the residence of a homebound individual. The HSP must remain at the salon at all times except when it is being used. If your employment at this salon ends, your HSP is longer valid.

Salon Name	Owner Name	Salon License Number
Salon Address		Salon Phone Number
City	State	Zip Code
<u>Certification and Authorization of Salon Owner</u> <ul style="list-style-type: none">• I certify the above named applicant currently practices at this salon.• I authorize the above named applicant to obtain and use a HSP in compliance with Minnesota Rule 2105.0450.• I understand my responsibility to ensure that the use of the HSP conforms to Minnesota Rule 2105.0450.• I understand the HSP must remain at this salon at all times except when in use outside of the salon.		
_____ Salon Owner Signature		_____ Date



Experience Verification Form

Document your work experience below. You must have at least 2700 hours of licensed practice in Minnesota.

Salon Name	Owner Name	Salon License Number
Salon Address		Salon Phone Number
City	State	Zip Code
Average Hours Worked Per Week	Employment Start Date	Employment End Date

Salon Name	Owner Name	Salon License Number
Salon Address		Salon Phone Number
City	State	Zip Code
Average Hours Worked Per Week	Employment Start Date	Employment End Date

Licensee Responsibility

Change of Current Salon Affiliation

- If you change salons or stop working at the above named salon, the HSP will no longer be valid. If you begin working at a new salon, you may apply for a new HSP.

Change of Name or Address

- If you change your name, you must notify the BCE within 30 days by submitting a Name Change Form with legal name change documentation.
- You must inform the BCE of an address change within 30 days. This update can be made online.

Current License Verification

- It is your obligation to ensure the salon you work in has a current license and that your individual license is also current and active. You can check a license status at www.bceboard.state.mn.us using the License Lookup.

Cosmetology Laws and Rules

- Cosmetology law and rule books are available for purchase from Minnesota's Bookstore. Please call 651-297-3000 or visit www.minnesotasbookstore.com to order. The laws and rules may also be viewed at www.bceboard.state.mn.us.

Application Certification

- I certify that I have accumulated at least 2700 hours of licensed work experience.
- I certify that I will only use the Homebound Service Permit (HSP) while working with the salon listed above. If my employment changes, I will apply for a new HSP.
- I certify that I will use the HSP in compliance with Minnesota Rule 2105.0450.
- I certify that I will represent the salon listed above when using the HSP at a licensed healthcare facility or in the residence of a homebound individual.

I attest that the information submitted with this application is true and correct. I also certify that this document has not been altered or changed in any manner from the form adopted by the Board of Cosmetologist Examiners.

Applicant Signature

Date



Allow up to 15 business days for application processing. Incomplete applications will be returned for corrections.